

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 27, 2007

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TITLE:	Child Care Program Manager
POSITION NO:	01920
LOCATION:	Human Community Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$34,338 - \$42,922 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 12, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is due at time of application.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for a broad range of diverse and complex professional and managerial assignments. These assignments include: implementing personnel policies and procedures, i.e. selecting, training, monitoring, evaluating staff performance and providing guidance to staff; establishing program objectives and priorities; researching, analyzing, assisting in the development, implementation and overall management of Montana's Child Care and Development Fund Programs, including the Child Care and Development Specialist Apprenticeship program. The position also develops, analyzes, and presents program information to management. It recommends courses of action, weighs effectiveness and suggests program changes to bureau and division management. This position is part of the Early Childhood Services Bureau management team and directly supervises four positions.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of program planning, coordination and administration of applicable federal and state legislation, rules, regulations and policies concerning early childhood and related family support services; early childhood programs; early childhood development; family and children's services systems; accepted standards of good practice in early childhood programs; human services; organizational and management literatures as needed for research, information development, planning, problem solving and consensus building; principles of organizational development improvement through collaborative methods; federal, state and private funding sources concerning early childhood and family support services; grants management practices; requirements of effective grant writing; federal and state requirements and initiatives concerning early childhood; personnel management, supervision, and team building; and theory and practice concerning sound and creative practices in early childhood services and family support services.

Skills: Skill in consensus building methods and strategies; technical and grant writing; training, interpersonal communication and group facilitation; program planning; analytical and interpretive theories; negotiation and conflict management; interpreting complex state and federal regulations and policies; the use of a personal computer, software packages including Excel, Word, Word Perfect, CCUBS and Internet; composing reports, professional correspondence and proposals; written and verbal communication; and personnel management, supervision and team building.

Abilities: Ability to identify agency goals and objectives necessary for accomplishing the agency's mission and responsibilities concerning Child Care; make unit decisions and recommendations in accord with the vision of the section, division and agency; and plan, organize and direct the functions of a large and growing statewide program of Child Care.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in early childhood development or in a closely related field such as education, human services or social services **AND** three years early childhood services experience including progressively responsible experience in early childhood development and family support services, program, fiscal, supervisory, administrative, grant-writing, management, contract monitoring, technical assistance and training. Other combinations of education and experience will be considered. Master's degree is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must

compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;**
4. Resume; and
5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered

a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Child Care Program Manager
Position: #01920
Location: Human Community Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your supervisory experience, including the number and level of staff and/or contractors that you directly supervised.